

ATTACHMENT 2
Indiana Film Office
STATE OWNED USE POLICY AND AGREEMENT
Motion Picture Productions

Name: _____
Title: _____
Company: _____
Business Address: _____
Local Address: _____
Business Phone: _____ Local Phone: _____
Mobile Phone: _____

All motion picture productions filmed on location in state buildings or on state land must have prior written approval of the Indiana Department of Administration (IDOA). The IDOA requires a minimum of 72 hours advance notice to process applications not requiring traffic control or complex activities. Different State Agencies have different advance notice requirements, and multiple agencies may be involved in the approval process for use of the land. Approvals are based on impact to the property.

Please note: The Indiana Department of Transportation (INDOT) exercises authority over all state roads, and has its own requirements pertaining to use of state roads. If your production requires the closure of all or part of a state road, or requires use of the land abutting a state road, you must contact INDOT for approval.

I. SCHEDULING

IDOA will make state-owned buildings and lands reasonably available for use in motion picture productions on a first-come, first-served basis.

II. RESTRICTIONS ON USE

This Use Agreement is granted subject to the plans for use described in the State Buildings and Land Use Agreement Addendum, discussed, and/or submitted by User to IDOA prior to signing the Use Agreement. Any use that is not consistent with the plans or described use is impermissible.

IDOA reserves the right to refuse use of the state buildings and grounds for any event that may compromise the State of Indiana's ability to maintain adequate security or adequately protect the public's health, safety, and welfare.

The buildings and grounds shall not be used for any unlawful purpose.

The production of a motion picture may not interfere with normal government operations or unduly restrict public access to the buildings and lands on which Production is taking place.

User must confine Production to the specified area. User must:

- a) provide for all Production set-up and clean-up;
- b) require all participants to observe these guidelines and all applicable fire, occupancy, and building codes;
- c) provide all services and facilities that the event may require; and
- d) be responsible for any and all damage either caused by participants and/or observers of the Production or occurring as a direct result of the Production.

III. CONSIDERATION

The State of Indiana does not charge a fee for use of state buildings and lands in the production of a motion picture; however, the state reserves the right to recoup costs incurred as a result of Production activities on state property.

IV. GENERAL RULES OF USE

ANIMALS

- User must obtain prior written approval from the appropriate State agency for the use of animals in areas where animals are otherwise restricted.

CLEAN UP

- The User must leave buildings and grounds clean, clear of trash and debris, and in good condition upon completion of Production in State building or on State land. Trash is to be bagged and removed from state building and grounds. NOTE: The user must supply all cleaning supplies and equipment; nothing is supplied by the State of Indiana.
- Time needed to return buildings and grounds to pre-production state must be included in calculation of production days at location, as User specifies in the Use Agreement Addendum.

DAMAGES / INSURANCE

- User is liable for all damages, expense, and loss – including theft and property loss – caused by any person who attends, participates in, or provides goods and services connected with the Production. Such costs will be assessed and charged to the User. Replacement value may be used by IDOA to determine the damage cost charged.
- By signing the Use Agreement, User agrees to defend and hold harmless IDOA and the State of Indiana and its agents, officers, and employees from all claims and suits, including court costs and attorney's fees, and other expenses caused by any act or omission of the user and/or his or her subcontractors, if any.
- User shall provide IDOA with a Certificate of Insurance or other acceptable proof of financial responsibility for damages that may arise out of the Production.

DECORUM

- Cast, crew, and other Production service providers must keep noise level as low as possible so as to not disrupt others using the land or building, or those that neighbor the property.

DELIVERIES

- Deliveries of supplies and equipment may be made only at locations designated as loading areas by the State of Indiana, at times approved by the State.

ENFORCEMENT

- IDOA will dispose of any unauthorized or improperly posted material found in the building or on the grounds, and may charge the Production for the cost of repair. IDOA may use any of its statutory powers to enforce these guidelines.

EQUIPMENT

- The State of Indiana will not assume liability for items delivered or stored on the premises. All equipment and materials brought in must be removed immediately following production, and must be approved by IDOA in advance upon signing the Use Agreement.

FOOD AND BEVERAGE

- Food and beverage use inside buildings or structures must comply with normal building or land policy regarding such matters.
- Licensed caterers may use food-warming devices that require open flame; fire extinguishers must be provided.

NOTICES / DISPLAYS

- In posting approved materials, User may not use stickers, labels, cellophane tape, or other attachments that will leave a glue, past, or oil residue behind upon removal. Screws, nails or other mounting techniques that might adversely affect the structural or decorative integrity of any part of the building or grounds are prohibited, unless approved by written consent of IDOA.

PARKING

- During times that public parking lots are open to the public and parking places are available, User is welcome to use that area in which to park. User will not be permitted to keep the public from using the lot, unless written permission has been secured by the appropriate oversight authority.

PYROTECHNICS

- All filming activity that requires the use of flammable materials, explosive devices or open flames are considered pyrotechnics. Use of pyrotechnics must be approved by the State Fire Marshal. The State Fire Marshal may assign local fire department staff to be on location to monitor pyrotechnic activity. Cost of such monitor is the responsibility of the production.

SECURITY

- IDOA may determine additional security is needed for certain events. User may be responsible for the costs of such additional security. In those cases, only security approved by the Indiana State Police will be permitted to be hired.
- User must inform the State Police no later than one week in advance, of the name, date of birth, and Social Security Number of the proposed security officer.

SET-UP

- All set-up plans must have prior IDOA approval.
- In state parks and other outdoor locations, vegetation must not be removed or materially altered.
- Statues, fixtures, and other permanent building features must not be removed or materially altered without prior written consent of IDOA.
- All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location.

By signing this document, User agrees to comply with and be bound by the terms of this agreement.

User

Signature: _____

Printed Name: _____

Date: _____

Indiana Department of Administration

Signature: _____

Printed Name: _____

Date: _____

**State Buildings and Lands Use
Agreement Addendum**

This form must be completed in full. Use agreement is not executable until this addendum is submitted.

Petitioner: _____

Date: _____

Production Company: _____

Production Contact: _____

Company Contact: _____

Title: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Mobile: _____

Mobile: _____

Fax: _____

Fax: _____

E-mail: _____

E-mail: _____

Producer Name: _____

Director Name: _____

Insurance Company: _____

Policy Number: _____

Liability Coverage Amount: _____

Production Information

Production Title/Product: _____

Type of Production:

- ☐ Feature Film
☐ Short Film
☐ Television Production
☐ Video

- ☐ Corporate Production
☐ Commercial
☐ Other: _____

Location Requested

Property Name: _____

County: _____

City: _____

Exact location within state-owned property: _____

Production dates at State location: _____

Description of scenes you'll be shooting: _____

Anticipated need for other state resources (traffic direction, law enforcement, etc.):

Anticipated number of people on location during production hours: _____

Number of vehicles at location:

Trucks: _____

Cater: _____

Cars: _____

Motor homes: _____

Vans: _____

Picture Cars: _____

Generator: _____

Technical Information

Description of pyrotechnics to be used: _____

Technician Name: _____ License Number: _____

Phone number: _____